



# North Carolina Department of Public Safety

## Human Resources

Beverly Eaves Perdue, Governor  
Reuben F. Young, Secretary

Bennie Aiken, Chief Deputy Secretary  
Alvin G. Ragland, Director

December 3, 2012

**ADMINISTRATIVE MEMORANDUM:**                      **12-2012**

**TO:** Department of Public Safety Managers and Supervisors

**FROM:** Alvin G. Ragland *Alvin G. Ragland*

**RE:** Department of Public Safety - Americans with Disabilities Act Policy

Attached is the Department of Public Safety's Policy related to the Americans with Disabilities Act (ADA). The policy is effective December 1, 2012.

This is a continuation of the consolidation of the Human Resource Policies for the Department of Public Safety (DPS). Much review and examination of the Policies and processes from the three previous agencies was conducted by Human Resource professionals with input from representatives from each of the major divisions to ensure that all issues were considered in the development and completion of the DPS policy.

In accordance with the ADA, it is the policy of the Department of Public Safety to:  
Prohibit discrimination against employees and qualified applicants on the basis of a disability; Protect individuals from discrimination, coercion, intimidation, threats or interference when filing an ADA complaint or testifying about alleged ADA violations; and Consider requests for and provide reasonable accommodation(s) to employees and qualified applicants consistent with the procedures delineated in this policy.

The Human Resources Training staff is currently reviewing the DPS policy and revising curriculum as necessary. Training will be available in the near future for all employees as necessary and appropriate. Please continue your standard recruitment and selection processes at this time as the changes due to the new policy will be minimal.

Questions may be directed to the Human Resource staff at 919-716-3800 or your facility ADA coordinator. Thank you.

AGR:mks

Attachment: Americans with Disabilities Act Policy

cc: Secretary, Reuben F. Young  
Chief Operating Officer, Mikael R. Gross  
Chief Deputy Secretary, Adult Correction, Jennie Lancaster  
Chief Deputy Secretary, Law Enforcement, Gerald A. Rudisill  
Chief Deputy Secretary, Juvenile Justice, Linda W. Hayes  
Chief Deputy Secretary, Administration, Bennie Aiken

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